

**EMPLOYMENT ASSISTANCE
ISSUANCE PY 01-4**

Ed Rolle, Director
2001

October 3,

TO: Local Workforce Investment Areas/Service Providers

SUBJECT: Funds Available for Financial Assistance in Gathering Data from JTPA
Terminees

1. **Purpose:** To issue procedures for payment of subject funds.
2. **General Information:** On August 14, 2001, the Executive Committee of the Arkansas Workforce Investment Board approved the statewide activities budget for WIA Title I funds. Included in this budget was \$25,000.00 to provide financial assistance to the local areas in gathering specific data that had previously not been collected from approximately 2,000 JTPA terminees. This information is needed to calculate the performance measures for the annual report.

These funds will be distributed to LWIAs based on invoice. Payment will be \$15.00 per successful contact of JTPA terminees made by October 5, 2001. A successful contact is a contact that captured the information necessary for the individual to be included in the annual report.

**SINCE FUNDS ARE LIMITED, PAYMENT WILL BE MADE ON A FIRST
COME FIRST SERVED BASIS.**

3. **Action Required:** Invoices requesting payment must be addressed to the attention of Jessica Caldwell and must be received by the AESD Office of Employment Assistance by close of business, Monday, October 15, 2001.

Invoices must include the following:

- Cover letter reflecting the number of successful contacts made and total dollar amount being requested.
 - A listing of the names, addresses and telephone numbers of those JTPA terminees who were contacted and the necessary information successfully captured.
4. **Inquiries:** Contact your Workforce Development Specialist.

5. **Expiration Date:** October 15, 2001.